

[admin](#), [portal](#), [logins](#)

Accessing Student Portal Administration

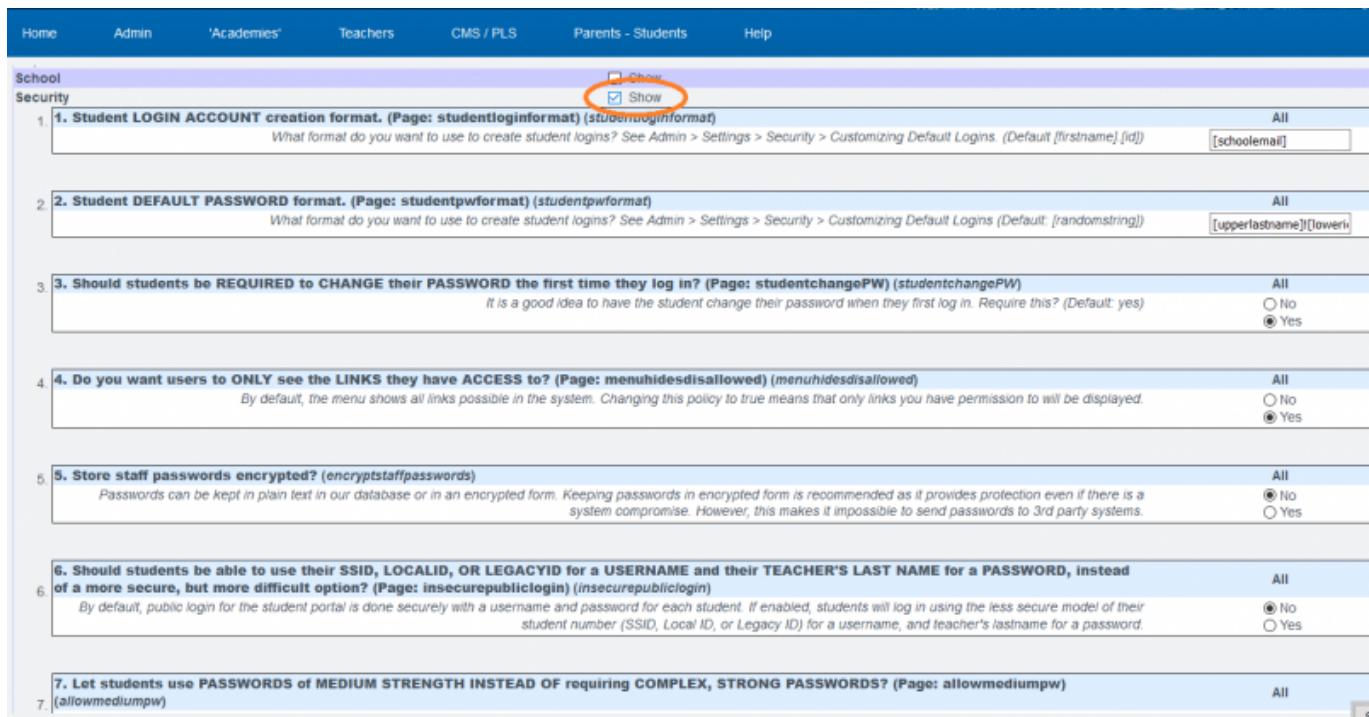
Please remember these important facts when working in the SIS.

The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

Always use secure methods of password retrieval and when distributing them to SIS users.

I. Set Password Policies

- Step 1. **Administration» Settings» Policies**
- Step 2. Choose the 'security' group
- Step 3. Policy number 7 allows you to decide if you want to require **Strong** security or medium security passwords



The screenshot shows a list of seven policies under the 'Security' group. Policy 1 is highlighted with a red circle around the 'Show' checkbox. The policies are:

1. Student LOGIN ACCOUNT creation format. (Page: studentloginformat) (studentloginformat)

What format do you want to use to create student logins? See Admin > Settings > Security > Customizing Default Logins. (Default: [firstname].[id])
2. Student DEFAULT PASSWORD format. (Page: studentpwformat) (studentpwformat)

What format do you want to use to create student logins? See Admin > Settings > Security > Customizing Default Logins (Default: [randomstring])
3. Should students be REQUIRED to CHANGE their PASSWORD the first time they log in? (Page: studentchangePW) (studentchangePW)

It is a good idea to have the student change their password when they first log in. Require this? (Default: yes)
4. Do you want users to ONLY see the LINKS they have ACCESS to? (Page: menuhidesdisallowed) (menuhidesdisallowed)

By default, the menu shows all links possible in the system. Changing this policy to true means that only links you have permission to will be displayed.
5. Store staff passwords encrypted? (encryptstaffpasswords)

Passwords can be kept in plain text in our database or in an encrypted form. Keeping passwords in encrypted form is recommended as it provides protection even if there is a system compromise. However, this makes it impossible to send passwords to 3rd party systems.
6. Should students be able to use their SSID, LOCALID, OR LEGACYID for a USERNAME and their TEACHER'S LAST NAME for a PASSWORD, instead of a more secure, but more difficult option? (Page: insecurepubliclogin) (insecurepubliclogin)

By default, public login for the student portal is done securely with a username and password for each student. If enabled, students will log in using the less secure model of their student number (SSID, Local ID, or Legacy ID) for a username, and teacher's lastname for a password.
7. Let students use PASSWORDS of MEDIUM STRENGTH INSTEAD OF requiring COMPLEX, STRONG PASSWORDS? (Page: allowmediumpw) (allowmediumpw)

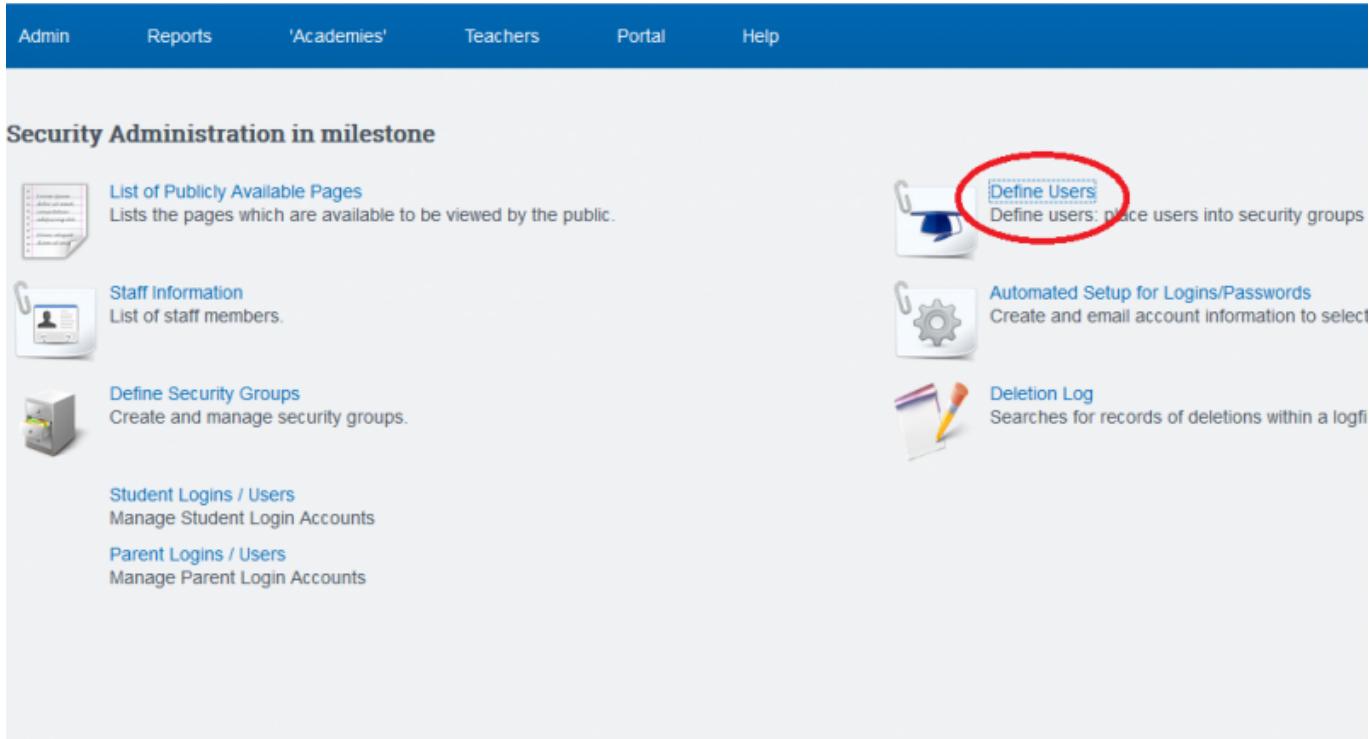
All

- Step 4. Secure passwords include those that have the following:
 - 8 characters long
 - Have at least one capital letter
 - Have at least one lowercase letter
 - Have at least one number
 - Have at least one symbol (*&^%\$! etc.)

Set the policy and save

II. Administration View of Student Passwords

- Step 1. Admin» Settings» Security » Security
- Step 2. Choose Define Users

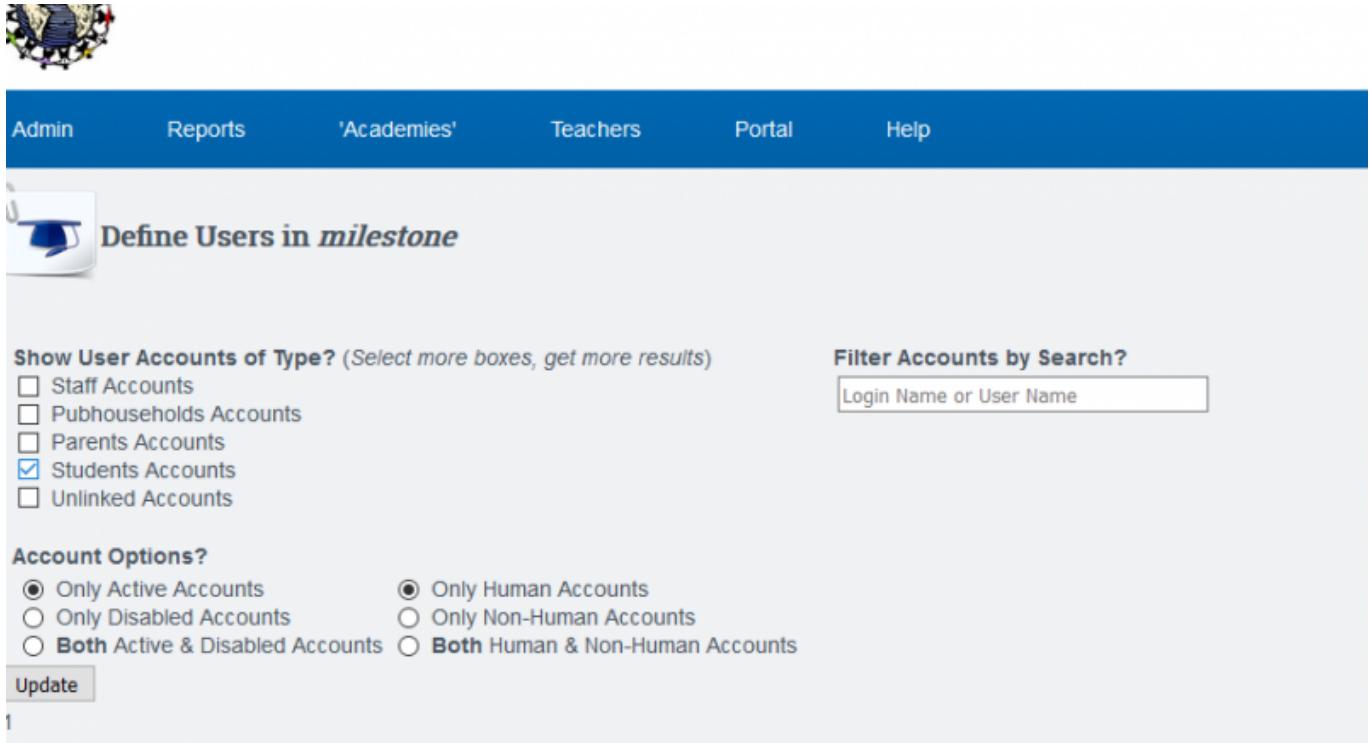


Admin Reports 'Academies' Teachers Portal Help

Security Administration in milestone

- List of Publicly Available Pages**
Lists the pages which are available to be viewed by the public.
- Staff Information**
List of staff members.
- Define Security Groups**
Create and manage security groups.
- Student Logins / Users**
Manage Student Login Accounts
- Parent Logins / Users**
Manage Parent Login Accounts
- Define Users**
Define users: place users into security groups
- Automated Setup for Logins/Passwords**
Create and email account information to select
- Deletion Log**
Searches for records of deletions within a logfi

- Step 3. Choose the appropriate settings needed



Admin Reports 'Academies' Teachers Portal Help

Define Users in milestone

Show User Accounts of Type? (Select more boxes, get more results)

Staff Accounts
 Pubhouseholds Accounts
 Parents Accounts
 Students Accounts
 Unlinked Accounts

Filter Accounts by Search?
Login Name or User Name

Account Options?

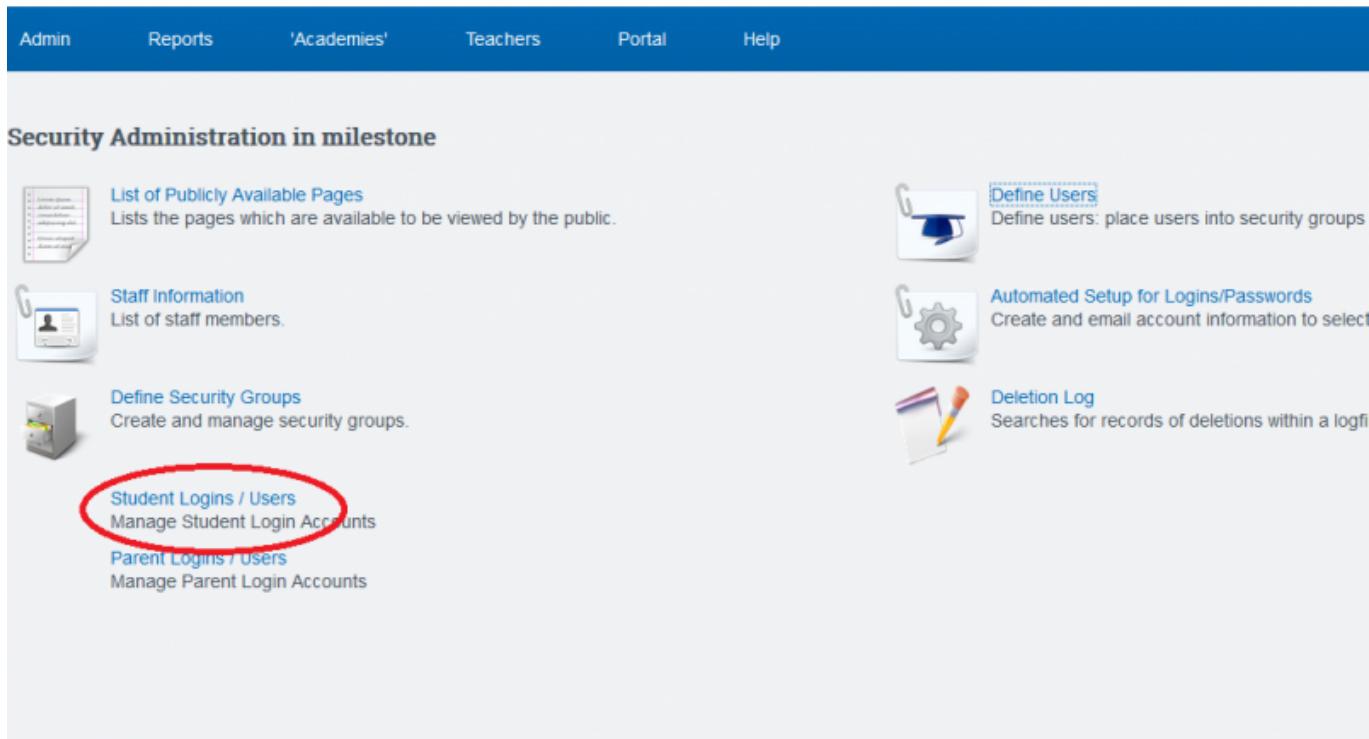
Only Active Accounts Only Human Accounts
 Only Disabled Accounts Only Non-Human Accounts
 Both Active & Disabled Accounts Both Human & Non-Human Accounts

Update

- Step 4. This will generate a list of students to view. Click Set Details to change password, username or account expiration

ALTERNATE OPTION

- Step 1 Admin» Security» Security» Security
- Step 2 Choose Student Logins to view user information

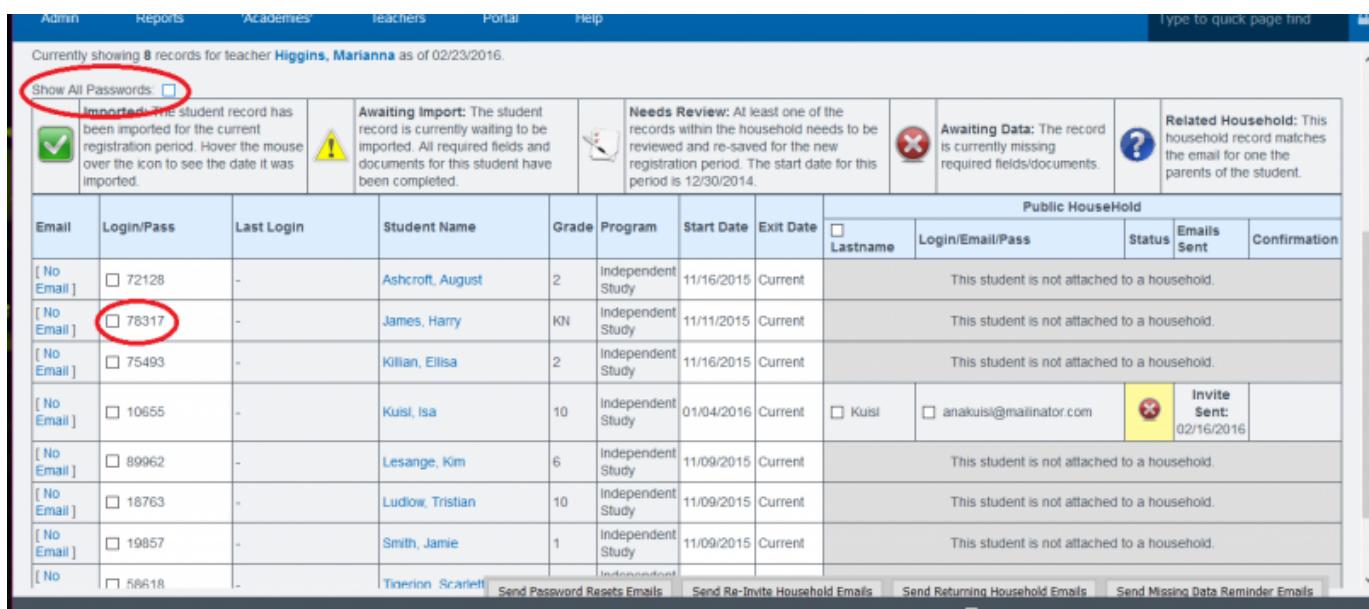


The screenshot shows the 'Security Administration in milestone' page. At the top, there are several links: Admin, Reports, 'Academies', Teachers, Portal, and Help. Below the links, there are several icons and descriptions. One icon, 'Student Logins / Users', is circled in red. The description for this link is 'Manage Student Login Accounts'. Other links include 'List of Publicly Available Pages', 'Staff Information', 'Define Security Groups', 'Define Users', 'Automated Setup for Logins/Passwords', and 'Deletion Log'.

III. Student Login Page

The teachers often are the ones who need access to tell their students the login info.

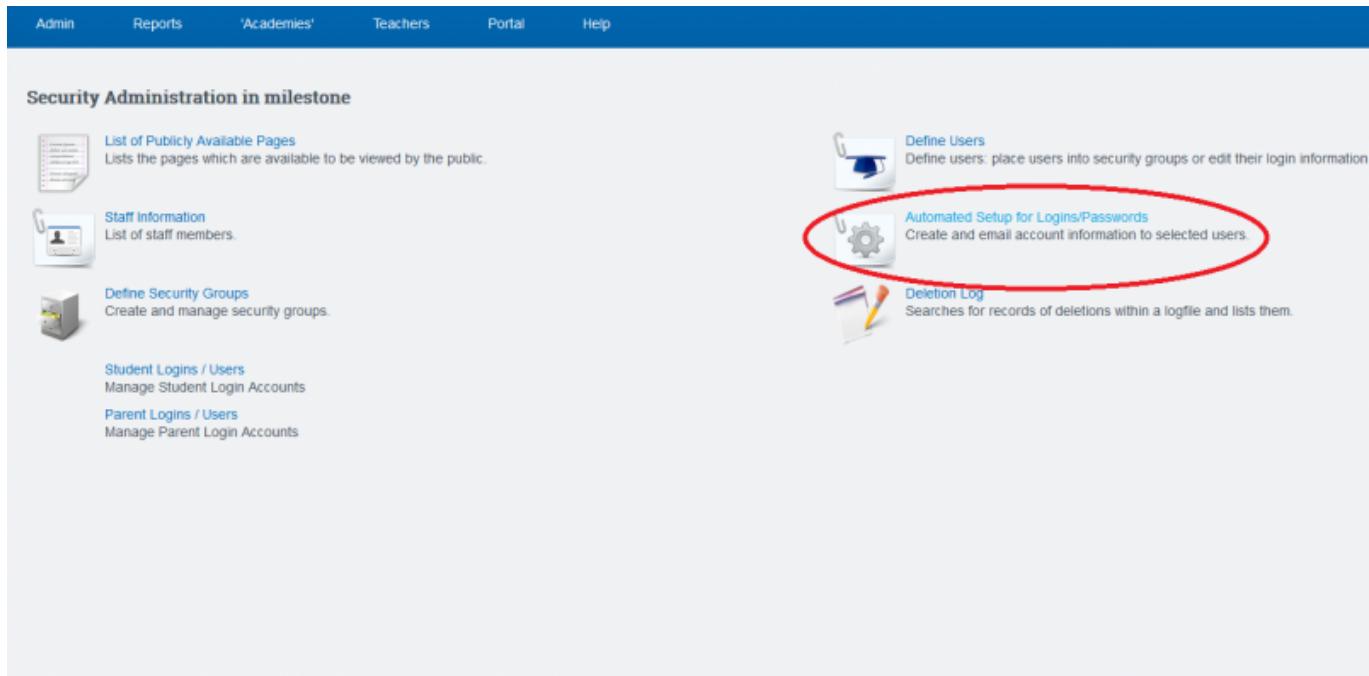
- Step 1. Go to Teachers» Logins
- Step 2. Check either the box at top to show all passwords or the box next to the individual name to show student password



The screenshot shows the 'Student Logins' page. At the top, there are links: Admin, Reports, Academies, Teachers, Portal, and Help. A message says 'Currently showing 8 records for teacher Higgins, Marianna as of 02/23/2016.' Below this, there is a table with columns: Email, Login/Pass, Last Login, Student Name, Grade, Program, Start Date, Exit Date, Lastname, Login/Email/Pass, Status, Email Sent, and Confirmation. The 'Show All Passwords' checkbox is circled in red. The table rows show student information with various status icons (green checkmark, yellow warning, red X) and status descriptions. At the bottom of the table, there are buttons for 'Send Password Resets Emails', 'Send Re-Invite Household Emails', 'Send Returning Household Emails', and 'Send Missing Data Reminder Emails'.

IV. Automated Setup for Logins/Passwords

- Step 1. Go to **Admin» Settings» Security» Security**
- Step 2. Choose Automated Setup for Passwords



Admin Reports 'Academies' Teachers Portal Help

Security Administration in milestone

List of Publicly Available Pages
Lists the pages which are available to be viewed by the public.

Staff Information
List of staff members.

Define Security Groups
Create and manage security groups.

Student Logins / Users
Manage Student Login Accounts

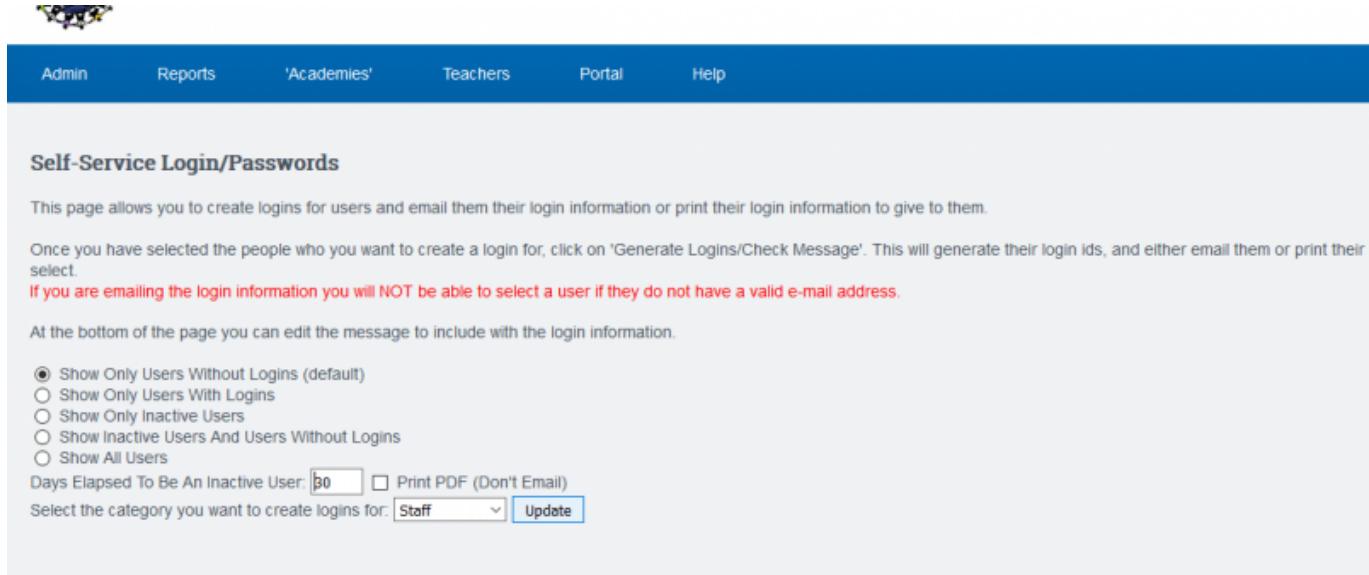
Parent Logins / Users
Manage Parent Login Accounts

Define Users
Define users: place users into security groups or edit their login information

Automated Setup for Logins/Passwords
Create and email account information to selected users.

Deletion Log
Searches for records of deletions within a logfile and lists them.

- Step 3. Choose the options appropriate for what you're searching for and click update



Admin Reports 'Academies' Teachers Portal Help

Self-Service Login/Passwords

This page allows you to create logins for users and email them their login information or print their login information to give to them.

Once you have selected the people who you want to create a login for, click on 'Generate Logins/Check Message'. This will generate their login ids, and either email them or print their select.

If you are emailing the login information you will NOT be able to select a user if they do not have a valid e-mail address.

At the bottom of the page you can edit the message to include with the login information.

Show Only Users Without Logins (default)
 Show Only Users With Logins
 Show Only Inactive Users
 Show Inactive Users And Users Without Logins
 Show All Users

Days Elapsed To Be An Inactive User: Print PDF (Don't Email)

Select the category you want to create logins for:

- Step 4. Check off users to Generate User Logins for.
- Step 5. Click Generate Logins/ Check Email Message

Check All Check All Without Logins Check All With Logins

[Generate Logins/Check Email Message](#) [Edit Message](#)

- Step 6. Generate Logins and Email to Selected

This is an example of the message which you will be included with the new logins.
Go back if this is not the correct message!

Letter to parents

February 24, 2016 11:33pm

Dear John Doe,

Your participation in the education of your child can make a big difference in their success. We hope you take advantage of the portal system to view student assignments and grades.

This email provides you a link to the Milestone Prep Academy Student Portal. Use the login information below to gain access to the system. You will be required to change your password the first time you access the system.

Start the process by clicking on this link
<https://milestone.psis.com/mod.php/login.php>
 If the link does not work here is the url:
<https://milestone.psis.com/mod.php/login.php>

Your username is:
 juser1
 Your temporary password is:
 supersecret5!

If you have any questions or have difficulty logging in, please call the school for assistance. 530-249-2001

Thanks for accessing the Portal!

Sincerely,

Milestone Prep Staff

[Back](#) [Send Test Email](#) [To: \[\]](#) [Generate Logins and Email To Selected](#)

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Last update: **2017/01/24 20:31**